

Chen

Deputy Comptroller

16 February 1954

Chief, Finance Division

CONFIDENTIAL

Installation and Operation of a Reports Management Program
Throughout the Office of the Comptroller

1. Reference is made to your memorandum of 20 January 1954, and attachments, regarding the subject program.

2. The proposed program has been reviewed by appropriate members of the staff of the Finance Division. The consensus is that such a program is much needed and should result in substantial improvements in the reporting forms, processes and estimates of value of reports in relation to investments of time and money.

3. We are not certain that we understand the full scope of the program (for instance, its application to accounting and other reports submitted by the field) but it is quite evident that its full implementation will require time and staff work of the type available only in the TAS or PAS groups. Finance Division is, of course, prepared to contribute to the program to the maximum extent of its capability.

[Redacted]

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FD/LEB:met

cc: Accounts Branch, FD

3

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